

How to File Water Diversion and Use Reports Online

This presentation is a web version of remote location outreach classes conducted by the Division of Water Rights in the Spring of 2010.

How to File Water Diversion and Use Reports Online

PART 1:

Background on the eWRIMS Report
Management System.

PART 2:

Using the online manual to fill out a report.

PART 1: Online Water Diversion and Use Reporting

Background on the eWRIMS
Report Management System

There are Four Types of Water Diversion and Use Reports

1. Progress Report by Permittee

Filed by those who divert water under a permit to appropriate water.

2. Report of Licensee

Filed by those who divert water under a license to appropriate water.

There are Four Types of Water Diversion and Use Reports

3. Groundwater Extraction Notices

Filed by those who pump groundwater from unadjudicated basins in Los Angeles, Riverside, Ventura, and San Bernadino counties.

4. Statements of Water Diversion and Use

Filed by those who divert surface water or pump groundwater from known subterranean streams with some exemptions*

**For detailed information on Statement exemptions visit www.waterboards.ca.gov/waterrights/*

NOTE:

- *First-time filers of **Statements of Diversion and Use and Groundwater Extraction Notices** will not be able to report using the online system.*
- Paper report forms for Initial Statements and Groundwater Extraction Notices can be printed from the forms page on our website.

The Four Types of Reports are Used to:

- Update ownership records
- Determine compliance with terms and conditions of the water right
- Determine the amount of water beneficially used

Why Electronic Reporting?

Benefits for the diverter:

1. Most questions are the same as paper reports
2. Online manuals are now available to assist in filling out the reports
3. Accurate monthly diversion and use data helps water users establish their water right

Why Electronic Reporting?

- Image scanned from a paper Supplemental Statement filed in 2008:

Blank fields = missing data

B. Total Water Used: (please provide missing in the Division of Rights databases (see note)) _____

C. Rate of Diversion: The rate of diversion of water for each month used and entered in the table below is shown in units of:
Gallons per minute (gpm) _____ Gallons per day (gpd) _____ Cubic feet per second (cfs) _____

Year	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Average Rate
2006	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
2007	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
2008	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	

D. Quantity of Water Used: The quantity of water used each month and entered in the table below is shown in units of:
Gallons _____ Million Gallons (MG) _____ Acre-foot (AF) _____

Year	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Total Annual
2006	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
2007	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
2008	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	

E. Summary of Use: (please provide missing in the Division of Rights databases (see note)) _____

Check marks do not help in determining the amount of water beneficially used.

Why Electronic Reporting?

- **The online filing system will enhance the quality of our data over all four types of reports and help us better determine the amount of water beneficially used.**
- *Statement filers used to have the option of simply indicating months in which water was diverted. Water Code §5103 requires those who file Statements to report precise monthly amounts of water diversion and use beginning in 2012.*

Benefits for the Diverter

How accurate monthly diversion and use data helps water users establish their water right:

If the diverter is:

- 1) In compliance with the Water Code
 - 2) Diverting under a valid water right
 - 3) Reporting accurate monthly amounts
- ...then they create official documentation of compliance with water rights laws.

Why Electronic Reporting?

Benefits for the State Water Board:

1. Improve data quality
2. Conserve resources
3. Facilitate analysis of data

Improve Data Quality

- Required fields and drop down menus will eliminate the problem of missing data
- Instructions are now available to assist filers in providing the information needed in the reports
- Accurate water diversion data helps the State Water Board determine how much water is available for new projects.

Conserve Resources

- Electronic reports are paperless and environmentally friendly
- Electronic reports reduce printing and postage costs
- Water diversion and use data is input directly into eWRIMS instead of requiring manual data entry by State Water Board staff.

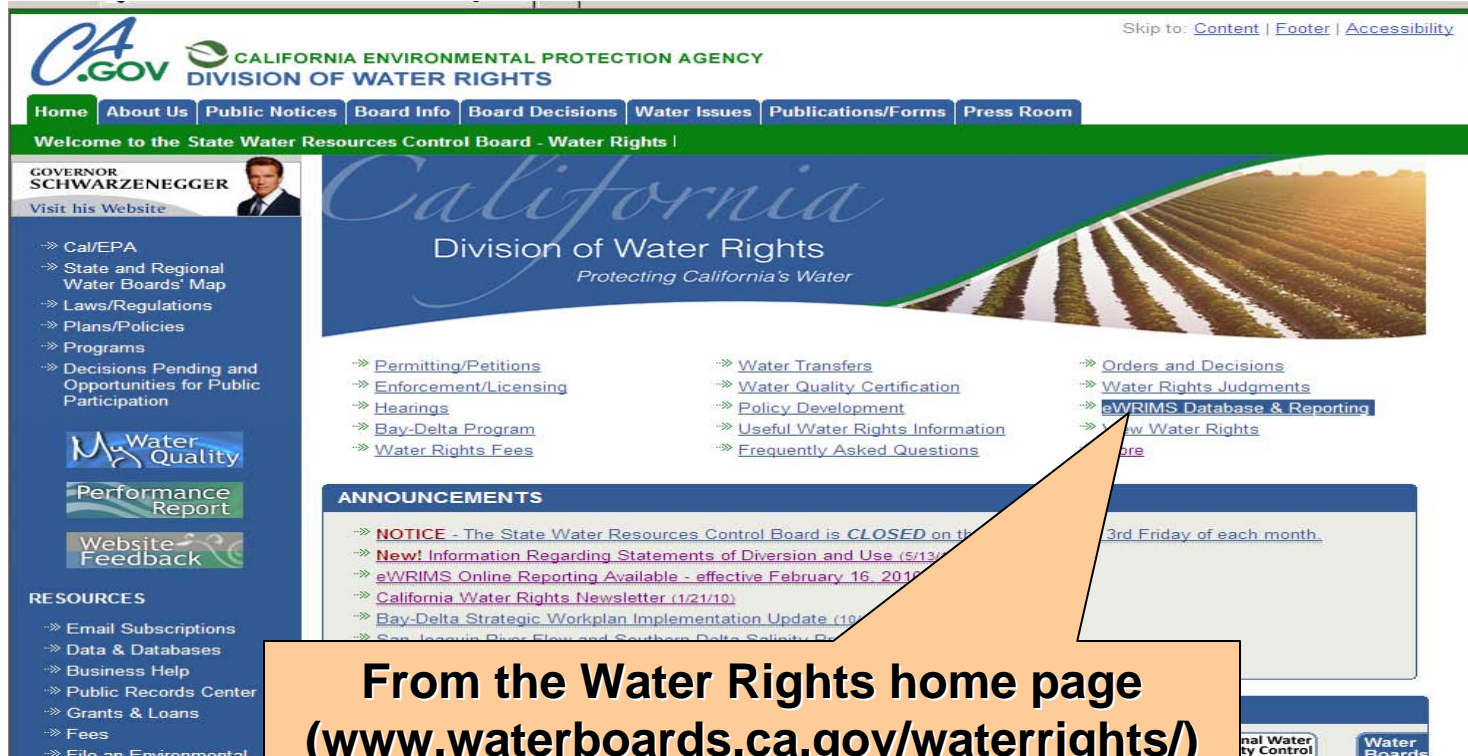
Facilitate Analysis of Data

- Historically there was no place in the water rights database for this information to be collected and analyzed
- State Water Board staff will be able to generate diversion and use data reports through eWRIMS

PART 2: Using the online manual to fill out a report.

The online manual provides guidance on how to fill out the report.

Public User Manual: Where to Find It



Public User Manual: Where to Find It

The screenshot shows the homepage of the California State Water Resources Control Board. The header includes the agency name and a search bar. A navigation menu lists various sections like 'About Us', 'Public Notices', and 'Water Issues'. The main content area is titled 'eWRIMS (Electronic Water Rights Information Management System)'. It features a 'New! eWRIMS Report Management System' announcement and a list of links under the 'Training and Assistance' subheading. An orange callout box with a pointer highlights the 'eWRIMS Training Resources' link.

**Public User Manual:
Where to Find It**

Home -> Water Issues -> Programs -> Ewrims

eWRIMS (Electronic Water Rights Information Management System)

New! eWRIMS Report Management System - File Your Water Diversion and Use Reports Online
eWRIMS now features an online reporting component. The Report Management System provides water right holders the ability to report monthly diversion and use electronically. Four types of water use reports are supported by the system: Supplemental Statements of Diversion and Use, Report of Licensee, Progress Report by Permittee, and Groundwater Extraction Notices.

The Electronic Water Rights Information Management System (eWRIMS) is a computer database developed by the State Water Resources Control Board to track information on water rights in California. eWRIMS contains information on water right permits and licenses that have been issued by the State Water Resources Control Board and its predecessors.

eWRIMS consists of both a tabular database and an integrated geographic information system (GIS). You can search eWRIMS data by several criteria, including the water right owner's name, watershed, stream system, and county. After you have executed a water right search, you can plot the results. The GIS will visually display the point(s) of diversion for each of the water rights that matched your search criteria. In the GIS, you can view important information about each water right that you've selected.

Bookmark this Portal to the eWRIMS Database

- > [eWRIMS Database System](#) (Public Water Rights Database)
- > [eWRIMS Online Reporting](#)
- > [eWRIMS Web Mapping Application](#) (GIS)
- > [Scanned Images of Water Rights Licenses, Permits and Statements](#) - This link replaces the "Water Rights Query Tool"
- > [California Integrated Water Quality System](#) (CIWQS)

Training and Assistance

- > [eWRIMS Training Resources](#)

Contact the eWRIMS Help Center if you have any questions.
Email: ewrims@waterboards.ca.gov
Monday through Friday - 8 a.m. to 5 p.m.

The State Water Board has attempted to verify that data record identification number, and a description of the eWRIMS.

[Archives](#)

Disclaimer

**Under the "Training and Assistance"
subheading, click on "eWRIMS Training
and Assistance"**

Public User Manual: Where to Find It

CA.GOV CALIFORNIA ENVIRONMENTAL PROTECTION AGENCY
STATE WATER RESOURCES CONTROL BOARD

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GOVERNOR SCHWARZENEGGER
Visit his Website

Home » Water Issues » Programs » Ewrims

eWRIMS (Electronic Water Rights Information Management System)

eWRIMS Training Resources

Welcome to the eWRIMS Training Resources web page! The following resources are provided to assist the public in using our Electronic Water Rights Information Management System (eWRIMS). To be notified when new materials have been added, sign up for our eWRIMS email list.

eWRIMS Report Management System Public User Manual (February 2010)

- » [Table of Contents](#)
- » Chapter 1 – [System Basics](#)
- » Chapter 2 – [Permittee Report](#)
- » Chapter 3 – [Licensee Report](#)
- » Chapter 4 – [Supplemental Statement](#)
- » Chapter 5 – [Groundwater Extraction Notice](#)

Training Information

How to File Water Diversion and Use Report Online
[See registration information](#)

- » April 27, 9:00 a.m. – 11:00 a.m. (completed)
Yreka Holiday Inn Express
707 Montague Road, Yreka, CA
- » April 27, 2:30 p.m. – 4:30 p.m. (canceled)
Redding Library, Community Room
1100 Parkview Ave., Redding, CA
- » April 28, 9:00 a.m. – 11:00 a.m. (canceled)
Willits City Council Chambers
111 East Commercial Street, Willits, CA
- » April 28, 2:30 p.m. – 4:30 p.m. (canceled)
State Building, Room 410A, Santa Rosa
500 N. Street, Santa Rosa, CA

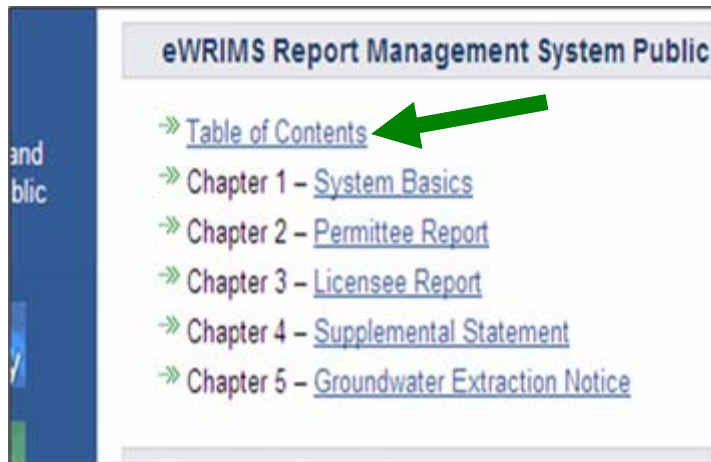
RESOURCES

- » Email Subscriptions
- » Data & Databases
- » Business Help
- » Public Records Center
- » Grants & Loans
- » Fees
- » File an Environmental Complaint

Water Quality Performance Report

Website Feedback

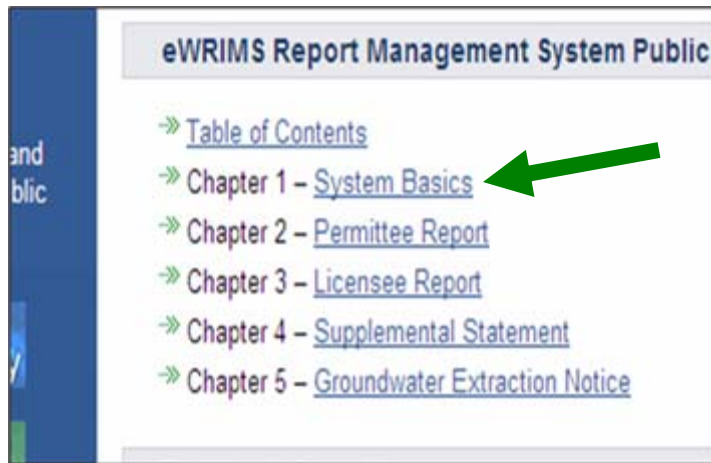
Public User Manual: How to Use It



- Click on the [Table of Contents](#) link to view a detailed table of contents for all five chapters of the manual.

eWRIMS Report Management System Public User Manual 2010	
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Public User Manual: How to Use It



Chapter 1 – System Basics

- Click this link to open the chapter which provides guidance on features common to all four report types.

eWRIMS Report Management System
Public User Manual 2010

CHAPTER 1 - SYSTEM BASICS

This chapter covers system information and functions common to all four types of water diversion and use reports.

1.1 LOGGING IN

Log into the Report Management System using your Water Right ID. Your water right ID is the Application, Statement or Recordation number associated with your water right. Passwords are mailed to report filers by the Division of Water Rights. If you have lost or misplaced your password, call the eWRIMS Helpdesk at 1-866-792-4977.

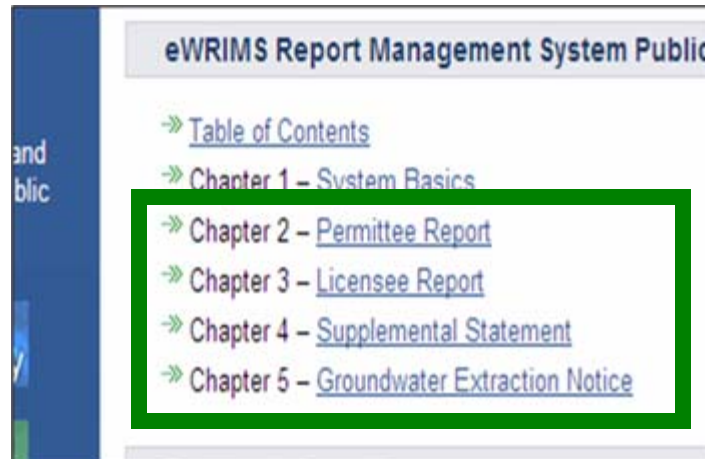
The screenshot shows the login page for the eWRIMS Report Management System. At the top, it says 'CA.GOV CALIFORNIA ENVIRONMENTAL PROTECTION AGENCY STATE WATER RESOURCES CONTROL BOARD'. Below that, it says 'eWRIMS Report Management System'. The main heading is 'Welcome to the eWRIMS Report Management System - eWRIMS RMS'. There is a 'Submit Report' button. Below that, there is a section for 'Water Right ID*' with a dropdown menu and a 'Password' field. There is also a 'Forgot Password' link. At the bottom, there is a note about the Water Right ID and a footer with the page number 'Page 1 of 14'.

NOTE: The system can only process a water diversion and use report for a single water right, and each water right must be accessed with a unique password. We may be able to add single log-in capability for multiple water rights in the future if resources allow.

eWRIMS RMS Public User Manual 2010

Page 1 of 14

Public User Manual: How to Use It



- After reviewing **System Basics**, click the link to open the chapter that corresponds to the report type.

Public User Manual: How to Use It

eWRIMS Report Management System Public User Manual 2010

CHAPTER 2 – PERMITTEE REPORT

This chapter covers step-by-step instructions for completing a Progress Report by Permittee.

2.1 PERMITTEE SUMMARY INFORMATION

The following screen will appear after you have selected the year for which you are reporting. It contains a summary of important permit information. From this screen, you will:

- Review ownership and agent information
- Review permit information
- Confirm that information on file is correct

PERMITTEE SUMMARY INFORMATION

OWNERSHIP AND AGENT INFORMATION

Application Number	Permit Number	Primary Owner
AD0000	000000	Call Dept of Fish and Game

PERMIT INFORMATION

PERMITTEE (OWNER OF WATER)	PERMIT (WATER)	PERMIT (WATER)
Call Dept of Fish and Game	000000	000000

DATE BY WHICH PERMITTEE SHALL COMPLETE THE AUTHORIZED PROJECT INCLUDING COMPLIANCE WITH ALL PERMIT TERMS AND CONDITIONS, AND SHALL FILE ANNUAL USE OF WATER

12/31/2009

- Each chapter contains an annotated picture of every screen in the reporting system.
- For guidance on filling out specific questions, see the written instructions following each picture.

For more information:

- Division of Water Rights website:
www.waterboards.ca.gov/waterrights/
- Division of Water Rights telephone
(916) 341-5300